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27 October 1955

MEMORANDUM

To : ALL ERA Division, Staff and Branch Chiefs

From: Chief, Economic Research, ORR

Subj: Storage of COMINT Material

1. Arrangements are being made to establish a restricted area within the Agency Records Center to which COMINT material may be retired for either long term or temporary storage. Materials which qualify for storage are those which are not needed on a current basis, but to which ready access may be required at any time, as well as that material which cannot be destroyed for a certain period.

2. The special area is for COMINT documents and for files in which it is desired to keep both COMINT and collateral material together.

3. Access to the files can be arranged, or any document or file can be obtained, within 24 hours. In cases of extreme need, arrangements can be made for return of the documents, or inspection of the stored materials at the Records Center, on the day of the request.

4. In order to determine the size of the area to be established, OCI has requested that ORR submit an estimate of:

(a) The volume of such COMINT material which could be retired from the Economic Research Area to the Records Center initially, and

(b) The volume of such material which could be retired to the Records Center annually.

5. Assuming ideal conditions of ready recall, how much of your (1) COMINT, and/or (2) COMINT and collateral material would you retire:

	<u>No. Safe Drawers</u>	<u>No. Card Trays</u>
(a) Initially	<u>0</u>	<u>0</u>
(b) Annually	<u>0</u>	<u>0</u>

6. Each staff and branch is requested to return this sheet to Support Staff, 2101 M Bldg. not later than 2 November 1955. Any questions regarding this program should be referred to Mrs. [REDACTED] Ext. 2814.

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HANDLE VIA COMINT CHANNELS ONLY

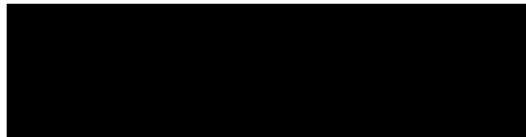
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NOTE: This operation is not to be confused with the Vital Materials program. Materials essential for carrying on research under emergency conditions should be handled separately as part of the Vital Materials Program supervised by St/I.

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